

INSTRUCTIONS

FOR

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OFFICERS

Concerned in Ascertaining the

DUTIES

ON

CANDLES

IN THE

COUNTRY.



LONDON:

Printed in the Year MDCCCLXXIV.

THE OFFICERS

OF THE

ROYAL ARTILLERY

AND

ENGINEERS



GENERAL

LONDON:

Printed by the War Office.

INSTRUCTIONS FOR OFFICERS

Who Survey

Tallow-Chandlers

In FOOT WALKS.

I. **Y**OU are to Survey every Chandler in your Division, who makes Dipt Candles, at least once in six Hours, when at work, and not to exceed four hours when at work on mould candles ; and never less than twice a day when silent, but oftner where any fraud is suspected ; and those visits must be as early in the morning, and as late at night as possible : And you are sometimes to survey such as have made their declarations, between the time of your receiving those declarations, and the hour declared for beginning ; however, you must not exceed three hours after the time declared, that you may discover whether the chandler begins before, or within three hours, after the time mentioned in his declaration.

In R I D E S.

II. Y O U are to survey your chandlers in *rides* on uncertain days, and at uncertain times of the day; sometimes as early in the mornings, and sometimes as late in the evenings, as possible, and as often as you can twice in a day, when you have a declaration depending.

General Directions.

III. A L L chandlers or makers of candles (except such as shall compound) are to make true and particular entries of their work-houses, store-houses, utensils, &c. as the law directs. And you are to take care to see that the office-keepers, when they receive such entries, do immediately write upon each the day of the month, and the year of our lord, when they receive them, and sign their names thereto, and put them upon a file, which must be carefully locked up. And you are from time to time, as such entries are made, to copy the same into a book for that purpose, and those copies are to be attested by the office-keeper; and as soon as possible, after any such entry is made and copied, you are to require the person who made it to shew you

you every melting-house work-house, warehouse, store-house, shop, room, or other place, every copper, kettle, pot, mould, or other vessel or Utensil expressed therein ; and insert in your entry-book the situation of all those places, and mark the particulars in such manner as may enable you, your supervisor, or any other, readily to find the same. You must also enter the particulars of every entry in a scheme in the front of your candle survey-book.

IV. E V E R Y chandler or maker of candles for sale, before he begins to work upon, dip, or make any course, or making of candles, or light any fire under any copper, kettle, or other utensils for the melting tallow or other materials for the making candles, or spread any cottons or rushes, is obliged to make and deliver, or cause to be made and delivered, to the officer, under whose survey he is, a declaration in writing, containing an account of the true number of sticks, of which such making is intended to consist, and of the sizes, and true number of candles intended to be made on each stick, and the particular hour or time of the day or night when such course or making is intended to be begun : And if the making or course of candles shall not be begun and proceeded upon at the hour and time men-

tioned in such declaration, or in three hours next after that time, the said declaration is void. And if such course or making is intended to be of mould candles, than such maker shall declare to such officer, before he begins to fill any of the said moulds, how many moulds he intends to fill, and how often he intends at such making to draw the said moulds.

V. As soon as ever you have received a chandlers declaration, you must enter it in your book, *viz.* the time you received it, the several sizes, the number of rods of each size, and number of each rod, with the person's name that signed the declaration, and the time of beginning, according to the method prescribed for book-keeping, and put the declaration on a file for that purpose. And you are to cast up an estimate of the weight of every declaration in order to compare with the real weight.

VI. YOU are on each survey carefully to count over the number of sticks in operation or finishing of the same making, and the candles on some sticks of each size: And when you take the first account of each making, you must enter in your book before you go out of the house, a particular account of the sizes, number of sticks of each size, and how many candles on each stick: But if you have
once

once taken and entered a particular account of all the roads, &c. of a making, and come again before it is finished, and find the number of rods and candles on each, (which you must never fail to count) the same as before, and no variation but in the forwardness of the work, you need not repeat the particulars, but write [as above] or [as before.] And if at any time you find the number of rods, and number of candles on each in any particular different from the chandler's declaration, you are to cast up an estimate of the weight according to your own account : You are also to shew on every survey how forward the work is.

VII. W H E R E from any circumstance you have reason to suspect foul practice, and observe any considerable difference in the forwardness of a making of candles, or in any particular size therein, as some of them to be made about $\frac{3}{4}$, when others are but $\frac{1}{8}$ you are by such characters to denote the difference against such sticks, and to make quick returns upon such chandler, in order to prevent or discover any foul practice by carrying off those sticks and candles that are near finishing, and supplying their place by others privately brought in. And you are frequently to look through all parts of the house, or other place that may be convenient for carrying on

on frauds, especially such as have been entered, and to observe the condition of the copper and mould, and whether warm or not, and the colour or condition of the candles in stock, and also the size of them, in order to discover if the chandler has a great quantity of any size that has been charged upon him. You are also to make observation of the stock of tallow, and the condition of the tubs wherein it lies, that you may discover if any be missing between your surveys : And what else may be of use to discover whether the chandler works fair or not.

VIII. WHEN you find a making of candles finished, you are to desire they may be weighed, if in a condition for it ; if not, you are to take an estimate of them, by trying a pound, or some small quantity of each size, and you are to enter the sizes according to what you find them to be by such estimate, and you must cast up that estimate, if you find any of the sizes, &c. different from the chandler's declaration, or your former account ; but if they are not different from what was before entered in your book, you need not cast it up. You must return in due time to weigh the same, and enter the several draughts in your book as you weigh them, and compare the whole with the chandler's
B declaration ;

declaration ; and if you observe that any of the sticks or candles are missing from a former account, you are to charge so much, as such candles so missing, might reasonably be computed to weigh, and acquaint your collector and supervisor therewith, that an information may be laid for fraudulently removing them before weighed ; and upon any suspicion that the sizes differ from the declaration, you are to weigh each size separately.

Before you begin to weigh any making, you are to take care that the tare of the frame or basket on which the candles are hung, be exactly balanced, or else that the tare thereof be truly adjusted and entered on your book before you set down any draught ; and if you do not balance the rods on which the candles are weighed with a like number of other rods, you must deduct the tare of the rods, as well as the tare of the frame, out of every draught before you put it down : And you must be very careful not to be imposed upon by false scales or weights, or counterbalancing those sticks whereon the candles are, with others of an extraordinary weight.

IX. W H E N candles are crack'd and spoiled in making, and the chandler intends to have them defaced, and an allowance of the duty made for the same, you must at the time of weighing, the making of which such crack'd

candles are a part, enter a *memorandum* in your book, that part of the candles of such making are crack'd; and also enter an estimate, as near as you can, of the quantity that are crack'd, and order the chandler to keep them 'till your supervisor comes, who is to examine them; and if he has sufficient reason to believe that they are such only as were cracked and spoiled in making, he is to weigh, and see them utterly defaced, that no part thereof may be left in a condition to be burned, and he is to certify in your book the quantity defaced, and for such and no other you are to make allowance out of the next making.

Where any making of candles is depending in your town of residence, and not likely to be finished 'till late at night, you are to contrive your surveys so, as not to fail taking an account of them that night by estimation or weight after they are finished, and see that the moulds is drawn, and fire from under the copper; and when you suspect any chandler to commit frauds, you are to survey them once or oftener every *Sunday*.

X. AS soon as you have entered a chandler's declaration in the body of your book, you must enter a remark thereof at the end of your book, *viz.* the time you received it, the chandler's name and time of beginning, and post the same into your journal amongst your

your other remarks. And in case a chandlers declaration be delivered to you after you have made your last survey in the evening, you must immediately enter it in your book, and remark it at the end thereof; and if the declaration is not for beginning before the next morning, you may defer entering it in your journal till then, but you must not fail to enter it as soon as you can the next morning. And upon any discovery, either by notice or otherwise, of any chandler who hath begun to work, and who has not been surveyed, and entered, before in the books then in use, you are to enter the name of such chandler at the end of the journal, with the day of the month when you made such discovery, and place of abode.

You are to keep a specimen-paper in each chandler's work-house, whereon you must enter your surveys, according to the specimen at the end of these instructions.

XI. YOU must be careful to keep the chandlers up to their declarations, and to all other parts of their duty; and when they neglect or refuse to perform the same, or when you discover any fraud you are to acquaint your collector and supervisor therewith, that they may be prosecuted as the law directs.

You

You are to make strict enquiry after all private makers of candles ; and if you find any who have not compounded, you are to acquaint your collector and supervisor therewith, that they may be prosecuted and surveyed as other chandlers for sale. You are also frequently to enquire into the families of compounders, in order to discover whether they have made a composition for the whole number of persons in their families, or whether they keep any tavern or publick-house ; for none is permitted to compound but such as make for their own private use only.

XII. W H E N you make a demand of entrance into, or at any chandler's, &c. you are first, for a reasonable time to knock, ring, or call at the chandler's gate or dwelling-house, or such other place where you have usually procured entrance ; and if you be not admitted thereupon, you are with a plain and audible voice to make a demand at the said gate, dwelling-house, or other place, in words to the effect following, viz.

I ——— gauger or officer of Excise, do demand entrance into the Work-house of Mr. ——— to survey, or take an account of his candles, as the law directs :

And

And if the demand be made between the hours of 11 in the evening and 5 in the morning, it must be in the presence of a constable ; and you are to mention in your demand, that a constable is with you ; and if the demand be made between 5 in the morning, and 11 in the evening (tho' at such time you may demand entrance without a constable) you should (if possible) have some sufficient witness present, to prove your making demand, as aforesaid ; and after you have so done, you are to stay a reasonable time before you go from the house or place, and enter the whole of your proceeding in your book, and that upon the denial of entrance, to acquaint the chandler or his servant (if possible) with the danger thereof, and the penalty incurred thereby.

As to the entering a scheme of your division and your accounts in the front of your book, keeping your instructions at the end thereof, leaving them, and acts of parliament, with your successor when you are removed, making up your vouchers, your forbearance of scratching, altering, entering of feigned surveys, taking of fees, compounding of frauds, receiving of duty, or taking up arrears without the collectors direction, with what other injunctions or restrictions are in the excise, or any other instructions which
may

may be applicable to this duty, and are not herein particularly expressed, you must in every respect observe and comply with, as if they were fully repeated in the body of these instructions.



An EXAMPLE of a Candle-Book.

Mr. John Gwatkin.

Date and Sizes.	Numb. of Sticks	Candles on Each	Pounds per Estimate or Weight	Time of beginning
Jan. 15 Ep 9				
L 08	36	23	103½	
Sh 10	15	23	34½	
L 12	90	25	187½	
R 08	09	17	19	
R 10	30	20	60	
Silent	180		404½	
Dd. by Mr.	John	Gwatkin		16 M 7
16 M p 5		Silent		
16 M Nr 10				
L 08	36	23	103½	
Sh 10	15	24	36	
L 12	90	25	187½	
R 08	09	17	19	
R 10	30	20	60	
C and M T	180		406	made
16 B 1 C and M T	180 made	as above $\frac{3}{4}$		

John

John Gwatkin.

Date and Sizes.	Numb. of Sticks	Candles on each.	Pounds per Estimate or Weight	Time of beginning
Jan. 16 E 5			Tare	(8)
L 08	30	23	86	
L 08	06	23		
Sh 10	15	24	74	
R 08	09	17		
L 12	30	25	61 $\frac{1}{2}$	
L 12	30	25	63	
L 12	30	25	61	
R 10	30	20	59	
Silent	180		404 $\frac{1}{2}$	
16 E p 10		Silent		
Jan. 16			Lib. 404 $\frac{1}{2}$	N. 1.

John Gwatkin.

Date and Sizes.	Numb. of Sticks	Candles on each.	Pounds per Estimate or Weight	Time of beginning
Jan. 17 M 5				
L 10	30	22	66	
L 12	60	24	120	
L 16	30	24	54	
R 10	60	20	120	
Silent	180		351	
Dd. by Mr.	John	Gwatkin		17 M 8
17 M p 8	C T M	Nil.	Cottons	spreading
17 Noon				
L 10	30	22		
L 12	60	24		
L 16	30	24		
C and MT Rulhes	120 not	made $\frac{1}{8}$ spread		
17 E p 4				
Cottons	120	as above	made $\frac{3}{4}$	
R 10	60	20	made $\frac{1}{4}$	
C and MT	180			

John Gwatkin.

Date and Sizes.	Numb. of Sticks	Candles on each.	Pounds per Estimate or Weight	Time of beginning
Jan. 17 E 8.				
L 10	30	22	66	
L 12	60	24	120	
L 15	30	22	48	
R 10	60	20	120	
Silent	180		354	
Finished &	none to	assist in	Weight	
17 E p 10		Tare	balanced	
L 10	30	22	65	
L 12	30	24	63	
L 12	30	24	61	
L 15	30	24	50	
R 10	30	20	58	
R 10	30	20	59	
Silent	180		356	
Jan. 17			Lib. 356	N ^o 2.

An EXAMPLE of Mould Candles.

Mr. Humphrey Farmer.

Date and Sizes	Moulds filled	Moulds drawn	Pounds per Efti mate or Weight	Time of beginning
Jan. 16 M 7 Dd.p Hum. Farmer and drawn as below	Nil	Nil to fill	}	16 M 8
L 04	24	thrice		
L 06	30	twice		
C Silent	54			
15 M p 9				
L 04	24	Nil		
L c6	30	Nil		
C. T.	54			
16 Noon				
L 04	24	24		
L 06	30	30		
C. T.	54	54		
16 E 3				
L 04	24	48		
L 06	Nil	60		
C Silent	24	108		
16 E 5				
L 04	Nil	72		
L c6	Nil	60		
Silent		132	Weight 29	
Jan. 16			Lib. 29	

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An EXAMPLE of a Specimen Paper to
be kept at the Chandler's Warehouse.

John Gwatkin.

Date and Sizes	Numb. of Sticks	Candles on each.	Time of be- ginning	
January				
15 E p 9				
L 08	36	23		
Sh 10	15	23		
L 12	90	25		
R 68	09	17		
R 10	30	20		
Silent	180			

Dd. by Mr. John Gwatkin, 16 M 7.

16 M p 5		Silent		
16 M Nr 10				
Sh 10	15	24		
Re 6 as declar'		C and	MT	made $\frac{1}{4}$
16 E 1 as above				
C and MT made $\frac{3}{4}$				
16 E 5	Silent	and	weigh'd	404 $\frac{1}{2}$
16 E p 10		Silent		

An

An EXAMPLE of the JOURNAL.

Time of receiving Declarations.	Time of Entry and Chandlers Names who have declared.	Time of beginning
15 E p 9	Jan. 15 E 10. John Gwatkin, Chandler. None else to enter.	16 M 7
16 M 7	16 M 11. Hum. Farmer, Mould Can. None else to enter.	16 M 8
17 M 5	17 M 9. John Gwatkin, Chandler. None else to enter.	17 M 8
17 E p 10 18 M 6	18 M p 8. Benj. Cook, Chand. receiv- ed at my Lodgings } Samuel Gatfield, Chandler. None else to enter.	18 M 8 18 M 9
18 E p 9	18 E p 9. John Gwatkin, Chandler, } received at my Lodgiags. } None else to enter.	18 E 11

If you have not any new Declaration on your last General Evening Survey, you must write at the End of your Book, None to Enter, but need not write so in the Journal; nor is it required to close the Book End a second Time in case of Cautionary Visit.

F I N I S.

Time of receiving Doctors	Names of Examiners who have declined	Time of Examiners
12 M	John G. ...	12 M
1 M	John G. ...	1 M
2 M	John G. ...	2 M
3 M	John G. ...	3 M
4 M	John G. ...	4 M
5 M	John G. ...	5 M
6 M	John G. ...	6 M
7 M	John G. ...	7 M
8 M	John G. ...	8 M
9 M	John G. ...	9 M
10 M	John G. ...	10 M
11 M	John G. ...	11 M
12 M	John G. ...	12 M

If you have not any new Declaration on your
 late Declaration, you must
 wait at least one hour after
 having done so in the last
 trial; not in the case of a
 land a second time in case of a
 7th

23 AP 64

